

TIMEKEEPER DUTIES

- Game sheets for the games you are working should be in the timekeeper's box.
- Pick Up List and Pick Up Rules should be in the timekeeper's box.
- Be on time (preferably at least 15 min early)
- Be nice
- Make sure you always have with you:
 - Clock Manual
 - 2 extra pens (do not use pencil)!
 - Extra blank game sheets
 - Playing Rules
 - Rosters with player rankings (to be provided)
 - Referee hand signals handout
- Write clearly on game sheet (put in rough draft on a separate piece of paper first)
- Set clock for next game (even if you are not working next game)
- Make sure you sign game sheet (print clearly or you won't get paid)!

Duties:

- VERY IMPORTANT! Start clock as soon as zamboni doors are closed!
- Make sure each team captain checks their roster on the game sheet during the warm-up and provides you with scratches, pick ups and jersey # (changes) – *not your job to tell the captain they have illegal pick ups, but you can notify the referee.* Check their pickups with your roster rankings list for illegal duplications. Make sure the total number of players on the ice equals the total number of players on the game sheet.
- Let referees know when a player has 2 goals or 2 penalties (rules kick in on 3rd goal or 3rd penalty).
- Start each period as soon as you set the clock – *do not wait until puck drops to start clock (only referee can tell you to stop the clock – not the players)*
- Announce each goal, assist, penalty, last minute of play (period/game)
- Use clock to display penalties. Penalties are STOP TIME.
- Close penalty box doors or make sure they are closed after player leaves penalty box - *you do not have to open the door for them to get out – that's their responsibility.*
- Must study/understand referee's hand signals for penalties (pictures provided)
- Must understand referees instructions or calls (ask referee nicely to repeat if needed)
- If players ask you to make changes to a goal/assist, etc. refer them nicely to the referee. Only the referee can make changes to the game sheet – not the players).
- If players on the bench are yelling at you to check the scoreboard you might have forgotten to change the score.
- If they are yelling at you to stop the clock refer them nicely to the referee. Only the referee can make you stop the clock.
- Make sure referees sign game sheet after the game

Penalties

1. Penalties do not start until the puck is dropped. Write the START TIME down on your notepaper and then transfer it to the game sheet after they drop the puck.
2. If a penalty expires during a stoppage of play, the player must remain in the penalty box until the referee drops the puck to start the next play. Do not let them out!
3. Minor penalties are 2 minutes in length, STOP TIME. If a goal is scored against the penalized player's team, the penalty expires immediately and you can let her out.
4. Major penalties are 5 minutes in length, STOP TIME. The player will also receive a game misconduct and must leave the game. Another player from her team will sit in the penalty box for the FULL 5 MINUTES regardless of how many goals are scored during that time.

NOTES TO TIMEKEEPERS

- You are not expected to be “the middleman” between the teams and the referee.
- If you have ANY questions about anything (while at the game) please ask a Referee, Sharon Buehner, Lorie Springall, Lori Swan or Adele Nanne.
- If you are the last timekeeper of the night, **DO NOT** take game sheets home with you or leave them in the timekeeper’s box. Give them to ADELE NANNE, league statistician. If Adele is not in attendance, give them to TERI BONNELL or LORI SWAN.

Game times:

McMeeken: Clocks start at 10 after the hour (i.e. **4:10 p.m.**); game is over by 5:00
Rankin: Clocks start on the hour (i.e. **5:00 p.m.**); game is over by 5:50
Rhodes: Clocks start at 20 to the hour (i.e. **9:40 p.m.**); game is over by 10:30